



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Lawrence J. Hogan, Jr., Governor – Boyd K. Rutherford, Lt. Governor – Van T. Mitchell, Secretary

MEMORANDUM

DATE: February 17, 2015

CCPC HO Memo #15-05

TO: Health Officers
CRF Cancer Program Directors, Coordinators and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Cindy Domingo, Program Manager
Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

RE: Teleconference on CRF Cancer Programs – Wednesday, February 18, 2015

Attached is the agenda for the Teleconference on **Wednesday, February 18, 2015**, from 10:00 -12:00 p.m.

PLEASE GO SLOWLY AND FOLLOW THE PROMPTS

Dial in to the following “Meeting Place” dial in number: **410-225-5300**

Give the following **Meeting ID Number: 3106#**

When entering the Meeting ID Number, follow by the # sign.

If there are problems, we will send out an e-mail notifying you about what is happening, so please check your e-mail. If you have any trouble dialing into the audio-conference call, contact DHMH Teleconference Services at (410) 767-5108. A staff member will assist you in your connection to the audio-conference.

Please avoid calling in from a cellular device. If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all. **Please turn your phone to MUTE** unless asking a question at the teleconference. You may connect into the conference call **as early as 9:55 AM, NOT SOONER, PLEASE.**

Attachment (E-mailed to Health Officers and CRF/CPEST Program Directors/Coordinators)
cc: D. Gugel
D. Shell
M. Spencer
S. Hokenmaier/ C. Lewis

The information contained in this transmission is private. It may also be legally privileged and/or confidential information of the sender or a third party, authorized only for the use of the intended recipient. If you are not the intended recipient, any use, disclosure, distribution, or copying of this transmission is strictly prohibited. If you have received this message in error, please return the original message and notify the sender immediately.

**CRF-Cancer Prevention Education Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Wednesday, February 18, 2015, 10:00 AM-12:00 PM**

Dial in to the following “**Meeting Place**” dial in number: **410-225-5300**.

Meeting ID Number: 3106#

The Program staff is encouraged to listen and participate on the Monthly CRF-CPEST Teleconferences. The current URL for the announcements and agendas of the teleconferences and other health officer memos is: <http://phpa.dhmh.maryland.gov/cancer/SitePages/homemos.aspx>.

Conference Call Procedures

- A. Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all.
- B. Please turn your phone to MUTE** unless asking a question at the teleconference. #5 can be used from your cellular and land lines to **MUTE** your phone once you have called in. To **UNMUTE**, hit #5 again.
- C. Please do not place call on hold** if you must step away briefly, or we will hear your music.

Agenda

1. Minority Outreach and Technical Assistance (MOTA) – Arlee Wallace Gist

If anyone has questions, please feel free to contact:

Ms. Arlee W. Gist, Deputy Director, Office of Minority Health and Health Disparities at Arlee.Gist@maryland.gov or 410-767-1052

Ms. Christine Wiggins, MS, CHES, Director, Health Disparities Initiatives, Office of Minority Health and Health Disparities at christine.wiggins@maryland.gov or 410-767-8954

2. Maryland Skin Cancer Prevention Program – Roberta Herbst

For information or questions, please contact:

Roberta M. Herbst, M.S.

Director of Programs and Communication

Center for a Healthy Maryland, Inc.

MedChi, The Maryland State Medical Society

1211 Cathedral St., Baltimore, MD 21201

410-539-0872 or 800-492-1056, ext. 3340 Fax: 410-649-4131 www.healthymaryland.org

3. Surveillance and Evaluation Unit (SEU) Updates

- **Update to Forefront Access – Lorraine Underwood**

- We have updated Forefront Access User guidance to include step by step instructions on how to re-set passwords within the 45 day expiration. This guidance applies to program staff that use Forefront Access to log onto the CDB. *See attachment 1.*

For more information contact Lorraine Underwood at Lorraine.Underwood@Maryland.gov or 410-767-0791 or Jia Soellner at jia.soellner@maryland.gov 410-767-0815

- **EDB Needs Assessment – Alyse Weinstein**

- We are still conducting a needs assessment on three education and outreach areas: Training, Social Media, and Patient and/or Public Navigation.
- We will be distributing it to CPEST Program Coordinators via email, and request that it be returned to Alyse Weinstein at alyse.weinstein@maryland.gov by Wednesday, 03/04/2015. Your program may have already completed the needs assessment, either at a site visit or by phone. If you have any questions, please contact Alyse by email or phone (410-767-2420).

For more information on the EDB training, please contact Alyse at Alyse.wienstein@maryland.gov or 410-767-2420.

5. Education and Training – Cindy Domingo

- **Colorectal Cancer Awareness Month**

- For Colorectal Cancer Awareness month in March, the Colorectal Cancer Awareness Toolkit has been updated for your program to use in your outreach efforts. The toolkit in *Attachments 2-9* include the following editable items:
 - Proclamation
 - Colorectal Cancer Fact Sheet
 - Letter to TV/Radio with Public Service Announcements
 - Web Resource List
 - Dress In Blue Campaign Flyer
 - Ask Your Doctor Flyer
 - Provider Letter to Patient

6. Administrative- Cindy Domingo

- **Patient Navigation Updates – Cindy Domingo**

- We have developed preliminary guidance on Patient Navigation activities at your local program sites starting April 1, 2015. The guidance is based on recommendations developed through the CDC, feedback from the Patient Navigation survey sites completed, and individual feedback from local programs.
 - Patient Navigation Guidance Draft (*See attachment 10*)
 - Patient Navigation Flow Chart (*See attachment 11*)
- We are currently working on integration of Patient Navigation activities into the CDB and will update programs at a future date.

- **Reminder:** As programs add new staff, please be sure to update your lead contact or Cindy Domingo. We would like to ensure our contact list is updated for inclusion in future correspondence. Please be sure to email the name, position, email, and phone number of any new staff to Dwayne Selph or Cindy Domingo.
- **Mid-Year Progress Reports:** Thank you to everyone for submitting their Mid-Year Progress Reports. We appreciate the time your staff put towards completing these reports. We are currently reviewing your progress reports and may contact you regarding any needed follow up.
- **Teleconference Audio Recording:** We had some recent technical issues with the uploading

audio file of the January teleconference onto our web page. We are currently working on this and will update all programs once the audio file is available. We are able to email individuals a link to the audio file. To request a direct link of the January Teleconference audio recording, contact Cindy Domingo at cindy.domingo@maryland.gov or 410-767-5123.

Future monthly teleconferences are scheduled for the third Wednesday, 10:00 a.m. to 12:00 noon, unless advised otherwise, of each month in 2015 calendar year:

March 18, April 15, May 20, and June 16.

For information on other Center for Cancer Prevention and Control Programs, please see contact list below.

Breast and Cervical Cancer Program and Colorectal Cancer Control Program:

Dawn Henninger – 410-767-5141, Dawn.Henninger@Maryland.gov

Breast and Cervical Cancer Diagnosis and Treatment Program:

Jackie Richter – 410-767-5738, Jackie.Richter@Maryland.gov

Maryland Cancer Fund:

Sandra Buie-Gregory – 410-767-6213, Sandra.Buie-Gregory@Maryland.gov

Maryland Cancer Registry:

Kimberly Stern – 410-767-5521, Kimberly.Stern@Maryland.gov

Maryland Comprehensive Cancer Control Program:

Meredith Truss -410-767-5641 or Meredith.Truss@Maryland.gov